



**Tennessee
Department of State**

Division of Business Services

General Information

**Riley C. Darnell
Secretary of State**

Revised 8/2004

MISSION

The mission of the Division of Business Services is to execute the statutory processing and recordkeeping duties of the Secretary of State relating to businesses in Tennessee.

GOAL

Our goal is to provide our customers with document processing services that are prompt, accurate and complete.

The Division of Business Services provides the following services:

APOSTILLES & AUTHENTICATIONS: Issuing apostilles and authentications with respect to documents executed, issued or certified by County Clerks, State Registrar, or Secretary of State.

CORPORATE CERTIFICATIONS & COPIES: Providing certificates of existence & authorization and certified copies of corporate filing documents of record.

CORPORATE FILING: Processing and filing corporation, limited liability company, limited partnership, limited liability partnership and certain general partnership documents that are required by law to be filed with the Secretary of State.

CORPORATE INFORMATION:

Providing information via telephone about corporate filings and the filing process.

MINING CERTIFICATES:

Recording and maintaining mine foreman certificates.

M.V. TEMPORARY LIENS:

Recording and maintaining (for 270 days) liens on motor vehicles prior to the issuance by the Dept. of Safety of certificates of title.

MUNICIPAL CLERKS:

Processing and maintaining records relating to the certification and required continuing education for certain municipal clerks & recorders.

NONRESIDENT FIDUCIARIES:

Filing and maintaining nonresident fiduciary appointments.

NOTARY COMMISSIONS: Issuing notary at large commissions; maintaining records relating to notaries at large.

STATE DEEDS AND LEASES:

Recording and maintaining copies of deeds and leases involving State owned or leased property.

SUMMONS: Issuing service of process on out-of-state defendants or on businesses without registered agents as provided in the State's Long-Arm and business statutes.

TRADEMARKS: Registering and maintaining records about trade-marks and service marks under the Tennessee Trade Mark Act of 2000.

UCC: Filing and maintaining financing statements on secured transactions under the Uniform Commercial Code; providing information about and copies of filed documents.

On an annual basis, the Division of Business Services:

- *completes over 204,000 corporate filing transactions, issues 27,000 certifications, and responds to 114,000 corporate telephone inquiries;*
- *completes at least 162,000 UCC filing and search transactions;*
- *issues more than 22,000 notary-at-large commissions and 14,000 authentications;*
- *processes over 13,000 summons; and*
- *registers at least 1,700 trademarks.*

The Division maintains approximately 9 million business documents on 4,600 rolls of microfilm and 1.5 million optically imaged UCC documents.

Division of Business Services

Director	Bob Grunow
Assistant Director	Reba Barker
Supervisor, Certifications	Deborah Chaney
Supervisor, Corp. Filings	Martha Evetts
Supervisor, Corp. Info.	Cheryl Donnell
Supervisor, Notary/Trademarks/ Municipal Clerks	Darlene Lawrence
Supervisor, Summons	Mayme Brown
Supervisor, UCC	Lawrence Conner
Manager of Business Services - Nights	Carolyn Lush
Supervisor, Nights	Connie Fredrickson

Manager, Special Projects Nancy Menke
Office Manager Jennifer Smothers

Counter Service

Customers may file documents or obtain other services in person during regular business hours (8:00 a.m. until 4:30 p.m. (CST) Monday - Friday). The Division is located on the 6th and 7th floors of the William R. Snodgrass Tower, 312 Eighth Avenue North, Nashville, TN.

Internet Website

The Division's website contains

- Searchable online databases
- General information
- Business forms & fee schedules
- Filing guides and info brochures

The site may be accessed via the Secretary of State's home page at:

<http://www.state.tn.us/sos/>

Mailing Address

Tennessee Department of State
Division of Business Services
312 Eighth Avenue North
6th Floor, William R. Snodgrass Tower
Nashville, TN 37243

E-Mail Address

Business.Services@state.tn.us

FAX Numbers

(615)741-7310
(615)532-9870 (Corporations)
(615)532-2892 (UCC)

Division Telephone Numbers

Apostilles/Authentications (615)741-3699
Corporate Information (615)741-2286

Corp Certificates/Copies (615)741-6488
Motor Vehicle Temp Liens (615)741-0529
Municipal Clerks (615)741-3699
Nonresident Fiduciaries (615)741-0531
Notaries (615)741-3699
Summons (615)741-1799
Trademarks(615)741-0531
UCC (615)741-3276

Assistant Director (615)741-0584
Bus.Serv.Manager-Nights (615)741-0530
Director of Services (615)741-0584
Manager, Special Projects (615)253-1835
Office Manager (615)253-3577

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